

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

<b>U.S. DEPARTMENT OF THE INTERIOR</b>
<b>(1) FEDERAL ADVISORY COMMITTEE NAME</b> <i>State the legal name of the FAC</i>
<b>Preservation Technology and Training Board</b>
<b>(2) AUTHORITY</b> <i>Identify the authority for establishing the FAC</i>
<b>Title IV, Section 404 of Public Law 102-575, October 30, 1992. The Committee is established in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2.</b>
<b>(3) MISSION/FUNCTION</b> <i>Describe the mission/function of the FAC</i>
<b>The purpose of the Board is to advise the Secretary of the Interior regarding the operations of the National Center for Preservation Technology and Training. The specific duties of the Board are to (1) provide leadership, policy advice, and professional oversight to the Center; (2) advise the Secretary on priorities and the allocation of grants among the activities of the Center; and (3) submit an annual report to the President and the Congress.</b>
<b>(4) POINTS OF VIEW</b> <i>Based on understanding the purpose of the FAC, (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered; (b) consider indentifying an anticipated relative distribution of candidates across the categories; and (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<b>Pursuant to the enabling legislation, the Board will be comprised of 13 members as follows: a. The Secretary, or the Secretary's designee; b. Six members appointed by the Secretary who will represent appropriate Federal, State, and local agencies, State and local historic preservation commissions, and other public and international organizations; and c. Six members appointed by the Secretary on the basis of outstanding professional qualifications who represent major organizations in the fields of archeology, architecture, conservation, curation, engineering, history, historic preservation, landscape architecture, planning, or preservation education. Members are appointed to 4-year terms.</b>
<b>(5) OTHER BALANCE FACTORS</b> <i>List any other factors your agency identifies as important in achieving a balanced FAC</i>
<b>None.</b>
<b>(6) CANDIDATE IDENTIFICATION PROCESS</b> <i>Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:</i>

- (a) describe the process
- (b) identify the agency key staff involved (by position, not name)
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and
- (d) state the membership term limit of FAC members, if applicable

**All members are appointed by the Secretary in accordance with the guidelines described in the establishing legislation.**

**(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

**Subcommittees are not subject to FACA because they are not providing advice directly to a Federal Officer of the Department of the Interior. All advice or work products go directly to the parent Committee for review, consideration and deliberation at a FAC meeting before being submitted to the Department of the Interior through the DFO.**

**(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

**None.**

**(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

**April 12, 2011**